FINANCIAL STATEMENTS MARCH 31, 2004

Michigan Deptartment of Treasury 496 (2-04) Auditing Procedures Report

	r P.A. 2 of 19	68, as a <u>mer</u>	nded		 -	<u> </u>			
Local Gove	rnment Type]Village	Other	Local Governme Township	nt Name of Columbia		County Tuscola	
Audit Date 3/31/04			Opinion (5/17/0		_	Date Accountant Report Submitt 6/23/04	ed to State:		
accordan <i>Financial</i>	ce with th Statement	ie Statem	ents of	the Govern	mental Accou	overnment and rendered nting Standards Board (on tin Michigan by the Michigan	GASB) and the	e Uniform Repoi nt of Treasury.	ting Format for
	ave comp					Inits of Government in Mic.	higan as reviseo	,	REASURY
					d to practice in	Michigan. losed in the financial state	ments includin	JUN 2	
	s and reco			esponses i	iave been disc	losed III the initialicial state	ments, meradin	LOCAL AUDIT & F	INANCE RIV
You must	check the	applicabl	e box for	each item I	pelow.			_	- DIV.
Yes	✓ No	1. Cert	ain comp	onent units	/funds/agencie	s of the local unit are excl	uded from the fi	nancial stateme	nts.
Yes	✓ No		re are ac of 1980).		deficits in one	or more of this unit's uni	eserved fund b	palances/retained	earnings (P.A.
Yes	✓ No		re are in ended).	stances of	non-compliand	ce with the Uniform Acco	unting and Bud	dgeting Act (P.A	. 2 of 1968, as
Yes	✓ No					tions of either an order in the Emergency Municipal		ne Municipal Fin	ance Act or its
Yes	✓ No					ents which do not comply of 1982, as amended [MC		requirements. (F	P.A. 20 of 1943,
Yes	✓ No	6. The	local uni	t has been	delinquent in d	istributing tax revenues tha	at were collecte	d for another tax	ing unit.
Yes	✓ No	7. pen:	sion ben	efits (norma	I costs) in the	itutional requirement (Artic current year. If the plan i requirement, no contributio	s more than 10	00% funded and	the overfunding
Yes	✓ No		local ur L 129.24		dit cards and	has not adopted an appl	icable policy a	s required by P.	A. 266 of 1995
Yes	✓ No	9. The	local uni	t has not ac	lopted an inves	stment policy as required b	y P.A. 196 of 1	997 (MCL 129.9	5).
We have	enclosed	d the follo	owing:				Enclosed	To Be Forwarded	Not Required
The lette	er of comm	ents and	recomme	endations.	-				~
Reports	on individ	ual federa	I financia	l assistance	programs (pro	ogram audits).			~
Single A	udit Repor	ts (ASLG	U).						~
Nietzk	Public Accoun	•		_		City		State ZIP	
Street Add	ress st Main S	itreet				Sebewaida		MI 21P	8759
	nt Signature	5 7	i. do S	CPA				MI 4 Date	

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CPA's On Your Team

Members of the Township Board Township of Columbia Tuscola County, Michigan

We have audited the accompanying general purpose financial statements of the Township of Columbia, Tuscola County, Michigan as of and for the year ended March 31, 2004. These general purpose financial statements are the responsibility of the Township of Columbia, Tuscola County, Michigan's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 1, the Township of Columbia, Tuscola County, Michigan prepares its general purpose financial statements on the cash basis, which is a comprehensive basis of accounting other than generally accepted accounting principles.

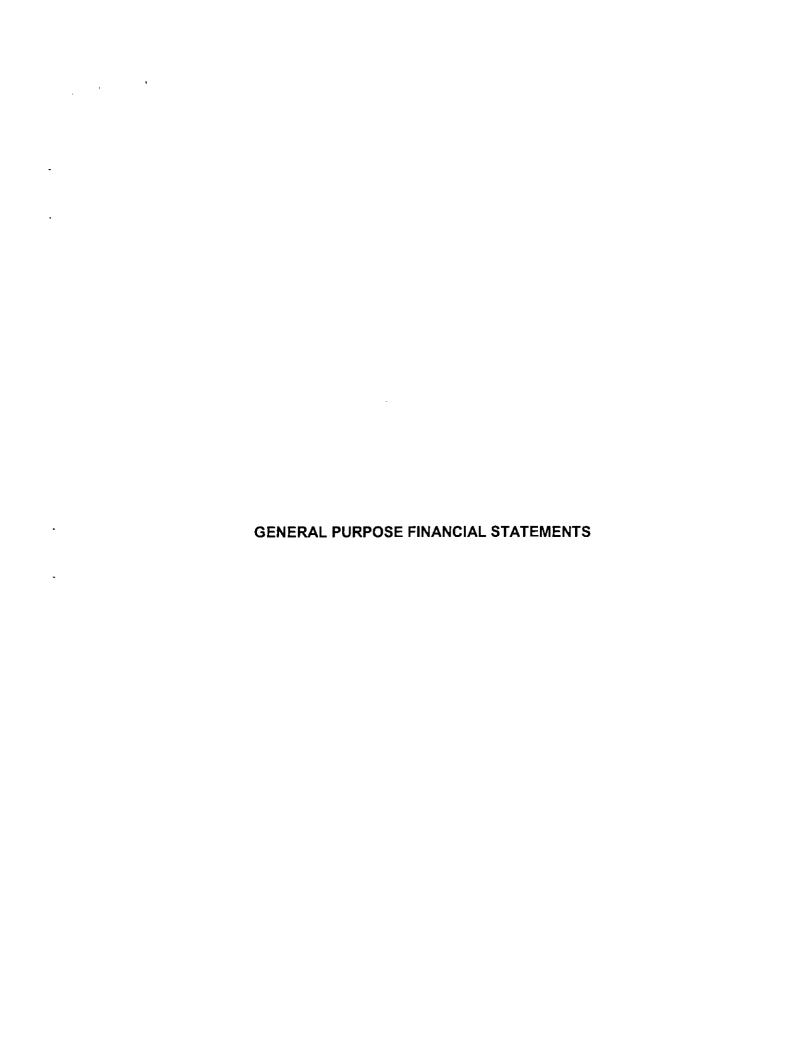
In our opinion, the general purpose financial statements referred to above present fairly, in all material respects, the cash and unencumbered cash balances of the Township of Columbia, Tuscola County, Michigan as of March 31, 2004, and the revenues it received and expenditures it paid for the year then ended on the basis of accounting described in Note 1.

Our audit was conducted for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The combining financial statements listed in the table of contents are presented for purposes of additional analysis and are not a required part of the general purpose financial statements of the Township of Columbia, Tuscola County, Michigan. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly presented in all material respects in relation to the general purpose financial statements taken as a whole.

Nietzke + Faupel, DC.

Sebewaing, Michigan

May 17, 2004



COMBINED BALANCE SHEET - ALL GOVERNMENTAL FUND TYPES - CASH BASIS March 31, 2004

	GOVERNMENT	GOVERNMENTAL FUND TYPES	ACCOUNT GROUP	
		SPECIAL	GENERAL	TOTALS
	GENERAL	REVENUE	FIXED ASSETS	(MEMORANDUM ONLY)
ASSETS				
Cash and deposits	\$ 161,688	\$ 284,468		\$ 446,156
General fixed assets			\$411,485	411,485
TOTAL ASSETS	\$ 161,688	\$284,468	\$ 411,485	\$857,641
FUND EQUITY				
Investment in general fixed assets			\$ 411,485	\$ 411,485
Undesignated fund balance	\$ 161,688	\$ 284,468		446,156
TOTAL FUND EQUITY	\$ 161,688	\$284,468	\$411,485	\$857,641

TOWNSHIP OF COLUMBIA, TUSCOLA COUNTY, MICHIGAN COMBINED STATEMENT OF REVENUE, EXPENDITURES, AND CHANGE IN FUND BALANCE -CASH BASIS ALL GOVERNMENTAL FUND TYPES YEAR ENDED MARCH 31, 2004

GOVERNMENTAL FU	JND	TYPES
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		SPECIAL	TOTALS
	GENERAL	REVENUE	MEMORANDUM ONLY
REVENUE:			
Taxes	\$ 62,003	\$144,156	\$206,159
Intergovernmental	φ 62,000 59,938	337	60,275
-	39,900	20,272	20,272
Fines	404		•
Charges for services	484	18,655	19,139
Miscellaneous	2,677	<u>10,933</u>	<u>13,610</u>
TOTAL REVENUE	_125,102	194,353	319,455
EXPENDITURES:			
Township board	10,351		10,351
Elections	731		731
Supervisor	14,851		14,851
Clerk	8,196		8,196
Board of review	526		526
Treasurer	9,787		9,787
Buildings and grounds	19,632		19,632
Cemetery	4,613		4,613
- Zoning administrator	242		242
Drains at large	52,507		52,507
Library	02,007	122,592	122,592
Fire and ambulance		56,995	56,995
Roads	10,061	105,000	115,061
Garbage	10,001	17,712	17,712
-	404 407		
TOTAL EXPENDITURES	131,497	302,299	433,796
EXCESS REVENUE (UNDER)			
EXPENDITURES	(6,395)	(107,946)	(114,341)
OTHER FINANCING SOURCES (US	ES)		
Operating transfers in	•	49,185	49,185
Operating transfers out	(49,185)	.0,	(49,185)
TOTAL OTHER FINANCING	(10,100)		(10,100)
SOURCES (USES)	(49,185)	49,185	
. ,	(40,100)	40,100	
EXCESS REVENUE AND OTHER			
SOURCES (UNDER)			
EXPENDITURES AND OTHER USE	(55,580)	(58,761)	(114,341)
FUND BALANCE - APRIL 1	217,268	343,229	560,497
FUND BALANCE - MARCH 31	\$161,688	\$284,468	\$446,156

TOWNSHIP OF COLUMBIA, TUSCOLA COUNTY, MICHIGAN COMBINED STATEMENT OF REVENUE, EXPENDITURES, AND CHANGE IN FUND BALANCE - BUDGET AND ACTUAL -CASH BASIS ALL GOVERNMENTAL FUND TYPES YEAR ENDED MARCH 31, 2004

		GENERAL FUND	0	SPECI	SPECIAL REVENUE FUND TYPES	UND TYPES	(A	TOTALS (MEMORANDUM ONLY)	ONLY)
			VARIANCE- FAVORABLE			VARIANCE- FAVORABLE			VARIANCE- FAVORABLE
DEVEN	BUDGET	ACTUAL	(UNFAVORABLE)	BUDGET	ACTUAL	(UNFAVORABLE)	BUDGET	ACTUAL	(UNFAVORABLE)
Taxes Intergovernmental	\$ 61,400 60,500	\$ 62,003 59,938	\$ 603 (562)	\$158,200 500	\$ 144,156 337	\$ (12,044) (163)	\$ 217,600 61,000	\$ 206,159 60,275	\$ (11,441) (725)
Fines Chambs for services	550	484	(99)	25,000 18,500	20,272 18.655	(4,728) 155	25,000	20,272	(4,728) 89
Miscellaneous	3,300	2,677	(623)	11,100	10,933	(167)	14,400	13,610	(790)
TOTAL REVENUE	125,750	125,102	(648)	211,300	194,353	(16,947)	337,050	319,455	(17,595)
EXPENDITURES:									
Township board	12,360	10,351	2,009				12,360	10,351	2,009
Supervisor	008 800	14,851 731	69				003.2T 800	14,851 731	94/ 69
Clerk	8,200	8,196	3 4				8,200	8,196	3 4
Board of review	1,000	526	474				1,000	526	474
Treasurer Duilding and grounds	0,800	9,787	13				008'6	9,787	13
Buildings and grounds Cemeters	5,000	19,632	1,000,1				20,633	19,032	100,1
Zoning administrator	200,	242	458				700	242	458
Drains at large	52,507	52,507		;	,	i	52,507	52,507	i
Library Fire and ambulance				123,300 56 993	122,592 56,995	80%	123,300 56,993	122,592 56 995	708
Roads	10,062	10,061	-	106,300	105,000	1,300	116,362	115,061	1,301
Garbage TOTAL EXPENDITURES	136 662	131 497	5 165	30,000	17,712	2,288	20,000	17,712	2,288
			<u> </u>) 	1	1	,	9
EXCESS REVENUE (UNDER) OVER EXPENDITURES	(10,912)	(6,395)	4,517	(95,293)	(107,946)	(12,653)	(106,205)	(114,341)	(8,136)
OTHER FINANCING SOURCES (USES)									
Operating transfers in Operating transfers out	(49,186)	(49,185)	1	49,186	49,185	(1)	49,188 (49,186)	49,185 (49,185)	- (3)
TOTAL OTHER FINANCING SOURCES (USES)	(49,186)	(49,185)	-	49,186	49,185	(1)	'		'
EXCESS REVENUE AND OTHER SOURCES (UNDER)									
EXPENDITURES AND OTHER USES	(60,098)	(55,580)	4,518	(46,107)	(58,761)	(12,654)	(106,205)	(114,341)	(8,136)
FUND BALANCE - APRIL 1	217,268	217,268		343,229	343,229		580,497	560,497	
FUND BALANCE - MARCH 31	\$157,170	\$ 161,688	\$ 4,518	\$ 297,122	\$284,468	\$ (12,654)	\$ 454.292	\$446,156	\$ (8,136)

NOTES TO THE FINANCIAL STATEMENTS MARCH 31, 2004

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

Reporting Entity:

In evaluating how to define the Township for financial reporting purposes, management has considered all potential component units. The decision to include a potential component unit in the reporting entity was made by applying the criteria set forth in GAAP. The basic-but not the only-criterion for including a potential component unit within the reporting entity is the governing body's ability to exercise oversight responsibility. The most significant manifestation of this ability is financial interdependency. Other manifestations of the ability to exercise oversight responsibility include, but are not limited to, the selection of governing authority, the designation of management, the ability to significantly influence operations and accountability for fiscal matters. The other criterion used to evaluate potential component units for inclusion or exclusion from the reporting entity is the existence of special financing relationships, regardless of whether the Township is able to exercise oversight responsibilities. Based upon the application of these criteria, there are no component units that should be included in the Township's reporting entity.

Basis of Presentation

The financial activities of the Township are recorded in separate funds and account groups, categorized and described as follows:

Governmental Funds:

<u>General Fund</u> - The General Fund is the general operating fund of the Township. It is used to account for all financial resources except those required to be accounted for in another fund.

<u>Special Revenue Funds</u> - Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

Account Groups:

<u>General Fixed Assets Account Group</u> - This account group presents the cost of general fixed assets which are not recorded in proprietary funds.

"Total - (Memorandum Only)":

The "Memorandum Only" total column represents the aggregate total of the various columnar statements by fund types and account groups. This total column is not comparable to a consolidation and, therefore, does not present consolidated information.

Comparative Financial Statements:

P.A. 2 of 1968 requires that Townships with populations under 4,000 have a biannual audit. Accordingly, prior year's financial information is not included in this report.

NOTES TO THE FINANCIAL STATEMENTS MARCH 31, 2004

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

Basis of Accounting:

Basis of accounting refers to when revenue and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made regardless of the measurement focus applied.

The General and Special Revenue Funds of the Township are accounted for using the cash basis of accounting. Under the cash basis of accounting, revenue is recognized when received and expenditures are recognized when the disbursement of cash is made. The cash basis of accounting is a comprehensive basis of accounting other than generally accepted accounting principles for governmental units. These financial statements are, therefore, not presented in accordance with generally accepted accounting principles.

Budgets

Formal budgetary integration is employed as a management control device during the year for the General Fund and Special Revenue Funds. The budget is prepared on the cash basis of accounting, as explained above, and is consistent with the preparation of the financial statements.

The Board prepares the budget on an activity basis. Any revisions that alter any activity appropriation, must be approved by the Board. Therefore, the level of budgetary responsibility is at the activity level.

Unused appropriations lapse at the end of the year.

On February 16, 2004 and March 15, 2004, the Board amended the budget of the General Fund. The budget amendment did not change the total appropriations for the year ended March 31, 2004, but altered certain activity appropriations. The final amended budget is presented on page 5.

Cash and Cash Equivalents:

Cash and cash equivalents of the Township include cash on hand and all deposits with financial institutions, including all certificates of deposit.

Property Taxes:

Property taxes attach as an enforceable lien on property as of December 31. Township taxes are levied on the following December 1 and are payable without penalty through February 14. The Township bills and collects its own property taxes and also taxes for the County and school districts within its jurisdiction. Collections and remittances of the county and school taxes are accounted for in the Current Tax Agency Fund. Township property tax revenue is recognized as revenue in the fiscal year received.

NOTES TO THE FINANCIAL STATEMENTS MARCH 31, 2004

NOTE 2 - CASH AND DEPOSITS:

At March 31, 2004, the carrying amount of cash and deposits with financial institutions of the Township of Columbia was \$446,156 and the total bank balance as of the same date was \$448,169. Of the bank balance, \$324,369 was covered by federal deposit insurance while the remaining bank balance of \$123,800 was uninsured. The uninsured deposits are held by Independent Bank East, Unionville, Michigan in certificates of deposit.

NOTE 3 – SUMMARY OF GENERAL FIXED ASSETS:

GENERAL FIXED ASSET ACCOUNT GROUP:

Land and Buildings \$248,078
Equipment 163,407
TOTAL GENERAL FIXED ASSETS \$411,485

The general fixed asset account group had \$108,026 in fixed asset additions and \$2,502 in fixed asset retirements. The total amount of donated assets amounted to \$1,500.

NOTE 4- CONTINGENT LIABILITIES:

The Township is a reimbursing employer for purposes of unemployment insurance claims against the Township. The Township reimburses the State of Michigan for all benefits charged against it in the event of termination of employment and subsequent claims of its employees.

The contingent liability for unemployment insurance claims is not recognized in the accompanying financial statements. This expense is recognized as incurred.

NOTE 5 – RISK MANAGEMENT:

General Liability:

Township of Columbia participates in the Michigan Municipal Liability and Property Pool, which is a public entity risk pool, for the coverage of significant losses due to its general liability. The participation in the pool constitutes transfer of the risk for significant losses to the pool with a coverage limit of \$696,000 for real and personal property losses and \$5 million for liability losses. Township of Columbia is required to pay annual premiums to the Michigan Municipal Liability and Property Pool for the liability coverage. No supplemental premium assessment is required by the Michigan Municipal Liability and Property Pool. There have been no significant reductions in insurance coverage and settlement amounts have not exceeded insurance coverage for the current year or the three prior years.

NOTES TO THE FINANCIAL STATEMENTS MARCH 31, 2004

NOTE 5 – RISK MANAGEMENT: (CONTINUED)

Worker's Compensation:

Township of Columbia, participates in the Michigan Municipal Liability and Property Pool, which is a public entity risk pool for the coverage of losses related to worker's compensation claims. The participation in the pool constitutes transfer of the risk for significant losses to the pool with a coverage limit of \$500,000. There have been no significant reductions in insurance coverage and settlement amounts have not exceeded insurance coverage for the current year or the three prior years.

Employee Health Care:

No health benefits are provided.

SUPPLEMENTAL INFORMATION

SPECIAL REVENUE FUNDS COMBINING BALANCE SHEET - CASH BASIS MARCH 31, 2004

O T I GO A	LIBRARY	FIRE AND AMBULANCE	ROAD FUND	GARBAGE <u>FUND</u>	TOTALS (MEMORANDUM ONLY)
Cash and deposits	\$ 38,806	\$ 99,078	\$ 99,814	\$ 46,770	\$284,468
TOTAL ASSETS	\$ 38,806	\$ 99,078	\$ 99,814	\$ 46,770	\$284,468
FUND EQUITY Undesignated fund balance	\$ 38,806	\$ 99,078	\$ 99,814	\$ 46,770	\$284,468
TOTAL FUND EQUITY	\$ 38,806	\$ 99,078	\$ 99,814	\$ 46,770	\$284,468

SPECIAL REVENUE FUNDS COMBINING STATEMENT OF REVENUE, EXPENDITURES AND CHANGE IN FUND BALANCE - CASH BASIS YEAR ENDED MARCH 31, 2004

REVENUE:	LIBRARY	FIRE AND AMBULANCE	ROAD FUND	GARBAGE <u>FUND</u>	TOTALS (MEMORANDUM ONLY)
Laxes Current property tax		\$ 36,040	\$108,116		\$144,156
State grant	\$ 337				337
Penal and book fines	20,272				20,272
Miscellaneous: Videos	F 604				
Charges for services	119			\$ 18,536	3,094
Interest earnings	1,365	1,264	683	528	3,840
Contributions from private sources Miscellaneous	440 2 959				440 2 050
TOTAL REVENUE	29,186	37,304	108,799	19,064	194,353
EXPENDITURES:					
Salaries and wages	14,618			1.490	16.108
Payroll taxes	1,118			114	1,232
Confracted services - sanitation				15,600	15,600
Books and Magazines	3,755				3,755
Doctors and freight	1,038				1,038
Telephone	/cl 798				157
Utilities	2,349				798
Insurance	1,759			334	2,043
Videos	4,389				4.389
Mileage	190				190
Miscellaneous	2,032			174	2.206
Fire and emergency service assessments		56,995			56,995
Professional services	5,389				5,389
Koad maintenance	i c		105,000		105,000
Copies Const TOTAL EXPENDITURES	122,592	56,995	105,000	17,712	85,000 302,299
EXCESS REVENUE OVER (UNDER) EXPENDITURES	(93,406)	(19,691)	3,799	1,352	(107,946)
OTHER FINANCING SOURCES Operating transfers in	49,185				49,185
EXCESS OF REVENUE AND OTHER SOURCES					
OVER (UNDER) EXPENDITURES	(44,221)	(19,691)	3,799	1,352	(58,761)
FUND BALANCE - APRIL 1	83,027	118,769	96,015	45,418	343,229
FUND BALANCE - MARCH 31	\$ 38,806	\$ 99,078	\$ 99,814	\$ 46,770	\$284,468